

LibreOffice Writer INTRODUCTION

Complete the following information about LibreOffice.

1 FEATURES (gap filling)

LibreOffice Writer lets you design and produce _____ that can include _____. You can then save the documents in a variety of formats, including the standardized OpenDocument format (_____), Microsoft Word .doc format, or HTML. And you can easily _____ your document to the Portable Document Format (_____).

graphics, tables or charts

export

text documents

PDF

ODF

2 Choose the correct words

Menu bar

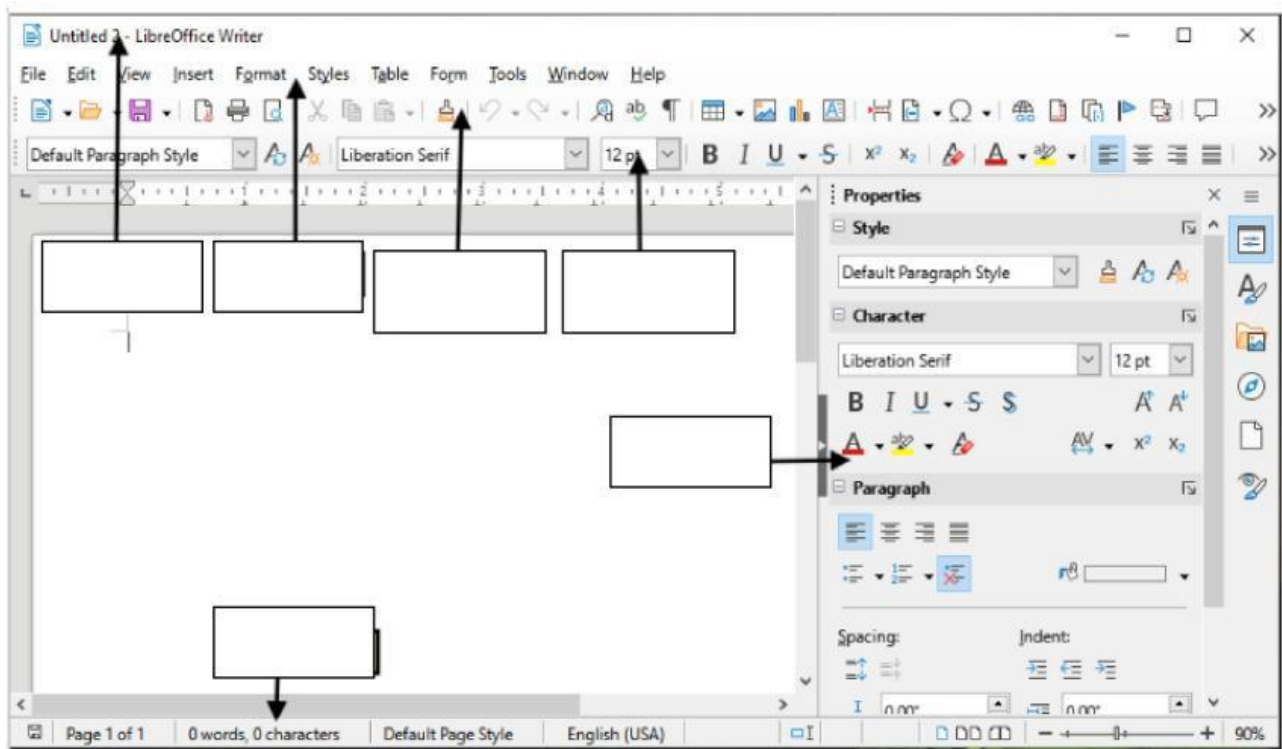
Sidebar

Status bar

Title bar

Formatting toolbar

Standard toolbar



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3 MENUS (match the words to their definitions)

EDIT VIEW HELP STYLES FORM FORMAT FILE
TOOLS INSERT TABLE WINDOW

- A) These commands apply to the current document, create a document, open an existing document, or close the application. _____
- B) This menu contains commands for editing the contents of the current document. _____
- C) This menu contains commands to control the on-screen display of the document, change the user interface and access the sidebar panels. _____
- D) This menu contains commands for inserting new elements in your document. This includes images, media, charts, objects from other applications, hyperlinks, comments, symbols, footnotes, and sections. _____
- E) Contains commands for formatting the layout and the contents of your document. _____
- F) Contains commands to apply, create, edit, update, load, and manage styles in a text document. _____
- G) Shows commands to insert, edit, and delete a table and its elements inside a text document. _____
- H) Contains commands for activate form design mode, enable/disable control wizards and insert form controls in your document. _____
- I) Contains spelling tools, redact options, mail merge wizard, macros, development tools, extension manager, as well as tools for configuring and customizing menus, and setting program preferences. _____
- J) Contains commands for manipulating and displaying document windows. _____
- K) This menu allows you to start and control the LibreOffice Help system. _____